

MARCH 1995



**DEFENSE INFORMATION SYSTEMS AGENCY
JOINT INTEROPERABILITY AND ENGINEERING
ORGANIZATION**



IMPLEMENTATION

PROCEDURES

FOR THE

**MESSAGE TEXT FORMATTING
STANDARDS MANAGEMENT COMMITTEE/
CONFIGURATION CONTROL BOARD**



USMTF SMC/CCB

FOREWORD

This document provides the detailed procedures and responsibilities necessary to implement the guidance and direction outlined in the Charter for the USMTF SMC/CCB. These procedures have been developed under the authority of JIEO Plan 3200, November 1993.

These procedures have been coordinated with the C/S/As who are participants in the U.S. Message Text Formatting Program.

1.0 Member Responsibilities.

The members of the Standards Management Committee/Configuration Control Board (SMC/CCB) shall have the following responsibilities in support of their membership on the SMC/CCB:

a. Joint Staff. The Joint Staff will:

(1) Review and comment on change proposals from an operational requirements perspective.

(2) In conjunction with the Atlantic Command, provide assistance in resolving joint doctrinal issues.

(3) Notify U.S. Message Text Format(USMTF) SMC/CCB of designated delegates to allied forums considering character oriented formatted message standards.

(4) Ensure that guidance packages for U.S. delegates to allied forums dealing in character oriented formatted messages presented for approval by the U.S. Military Communications-Electronics Board (MCEB) accurately reflect agreed SMC/CCB positions.

(5) Keep the SMC/CCB informed of actions taken by U.S. delegates to allied forums.

b. Service and Defense Agencies. The Service and Defense agencies will:

(1) Provide the changes proposed by the USMTF SMC/CCB that impact on the joint/combined interoperability of tactical C3I systems and/or architecture and/or interface baseline documentation.

(2) Participate in the Configuration Management (CM) of the USMTF Standard, to include testing and preparing and coordinating program documentation, as appropriate.

(3) Review, comment, and vote on interface change proposals (ICPs), as appropriate.

(4) Keep the USMTF SMC/CCB informed of the office(s) responsible for accomplishing their portion of the CM program.

(5) Designate primary and alternate members to represent them on the SMC/CCB.

(6) Keep the SMC/CCB informed of the implementation of USMTF messages in Command, Control, Communications, Computer, and Intelligence Information Systems.

(7) Submit all test requirements to the USMTF SMC/CCB 90 days prior to an applicable and appropriate developmental/operational maintenance test. Test requirements are those resulting from actual or planned implementation of the USMTF Standard, including approved ICPs.

c. United States Atlantic Command (USACOM). As the representative of the Combatant Commands, USACOM will:

(1) Provide the USMTF SMC/CCB with proposed changes that impact on the joint/combined interoperability of tactical C³I systems, architecture, and/or interface baseline documentation.

(2) Participate in the CM of the USMTF Standard, to include testing and preparing and coordinating program documentation.

(3) Review, comment, and vote on interface change proposals.

(4) Keep the USMTF SMC/CCB informed of each office responsible for accomplishing its portion of the CM program.

d. Joint Interoperability and Engineering Organization (JIEO) Center for Standards (CFS). The Director, CFS, will:

(1) Provide the Chairman and Secretary of the SMC/CCB.

(2) Serve as a nonvoting member of the USMTF SMC/CCB.

(3) Establish and maintain a CM process to document and control changes to the USMTF baseline.

(4) Participate in the CM of the USMTF Standard, to include testing and preparing and coordinating program documentation.

(5) Convene and host USMTF SMC/CCB meetings. Develop meeting agendas and provide administrative support to members attending meetings.

(6) Establish and convene special technical working groups and Technical Review Panels (TRPs), as required. The TRPs will analyze, develop alternatives, and make recommendations to the MTF SMC/CCB for resolving issues in baseline interface and management documentation assigned for review. The TRPs will perform indepth technical review of change proposals to achieve and maintain tactical C³I compatibility and interoperability. A description of the TRP is provided in Enclosure A.

(7) Ensure that USMTF documentation conforms to US/Allied agreements made in international forums and recorded in USMTF SMC/CCB Configuration Control Board Directives (CCBD.) The CCBD format is provided in Enclosure B.

(8) Provide technical support to U.S. delegates assigned to international forums considering character-oriented formatted messages, as requested.

(9) Coordinate and maintain the status of CM issues requiring allied actions.

(10) Coordinate with the USMCEB to ensure that the latest SMC/CCB decisions are being reflected in U.S. delegate guidance packages.

(11) Develop and maintain a process and associated procedures for performing electronic CM of the USMTF Standard using the Information Technology Standards Integrated Bulletin Board System (ITSI BBS).

1.1 Other SMC/CCB Participants. Other participants, including DOD agencies, DOD organizations, and program offices, may participate in SMC/CCB deliberations to provide technical support and assistance. Voting participation by such organizations will be determined by the current active voting members of the USMTF SMC/CCB with the concurrence of the Chairman, representing the JIEO CFS.

2.0 IMPLEMENTATION PROCEDURES

a. The USMTF SMC/CCB will serve as the CM forum for processing joint and combined tactical C³I interoperability and interface issues considering character oriented formatted messages, including those issues having allied nation implications.

b. All ICP preparation and processing, together with distribution of minutes, documents, and other program related information, will take place using the on-line ITSI BBS. Procedures to implement this capability for all aspects of the Configuration Management process are contained in Enclosure C.

2.1 Configuration Management Cycle - The USMTF SMC/CCB meetings will be scheduled as required during the year. Meetings will be scheduled to support the needs of the operational user and to comply with baseline implementation schedules.

2.2 ICP Preparation and Processing. An ICP will contain an analysis of its impact from the perspective of the submitting Combatant Command, Service, or Agency (C/S/A). Evaluations of ICPs by each C/S/A will contain impact analyses from a technical and an operational perspective. They will include information on cost, proposed time frame for implementation, affect on automated systems, changes required to user publications, etc., as applicable. Detailed procedures on the ICP Process are contained in Enclosure A.

2.3 Format and Development

a. An ICP will be prepared in a standard format as described in Enclosure D. The guidelines for inclusion of MIL-STD 6040 baseline pages in the ICP are as follows:

(1) User Format pages will be prepared and included in the ICP.

(2) Applicability pages are not required when only adding an MTF to an existing set. Adding or changing sets will require notation only on affected pages.

(3) Applicability pages are not required when only adding an MTF to an existing Field Format Index Reference Number/Field Use Designator (FFIRN/FUD). Adding or changing

FFIRNs/FUDs will require notation only on affected FFIRN/FUD pages.

(4) Key Word Out of Context (KWOC) pages are not required.

(5) Deleted pages are not required when a message is being deleted. All other deletions must be shown through the inclusion of pages to be deleted.

2.4 ICP Priorities. The originators will assign priorities to ICPs in accordance with JIEO Plan 3200 and the following:

a. Routine ICPs will be processed in accordance with the cycle times prescribed in Enclosure E.

b. Priority ICPs will be designated when expedited administrative handling and staffing are required; e.g., ICPs requiring allied coordination or having special C/S/A expediting requirements. Priority ICPs will have accompanying written justification statements. During an SMC/CCB/TRP meeting, Priority ICPs will be considered immediately after pending Urgent ICPs.

c. Urgent ICPs will be so designated when an immediate operational requirement exists. Rationale supporting this designation will accompany the ICP.

d. Emergency ICPs will be so designated when they meet the requirements defined in JIEO Plan 3200 and MIL-STD 973 and will be processed in accordance with those requirements.

2.5 ICP and Evaluation Submission

a. To provide operational and technical coordination, ICPs and evaluations of ICPs will be submitted by originators and evaluators to their respective C/S/A consolidation points (see enclosure F) for forwarding to JIEO. ICPs and evaluations received at JIEO from other than C/S/A or Joint Staff consolidation points will not be considered and will be forwarded by JIEO to the respective consolidation points for further action. The ICP Evaluation Form, Enclosure G, will be used as the standard evaluation form.

b. If an appropriate consolidation point or ICP sponsor cannot be determined, the JIEO will forward the change proposal with explanation and recommendations to the Joint Staff for resolution.

c. The consolidation points will review and process evaluations and ICPs for forwarding to JIEO. Consolidation points also will provide ICP sponsorship for those ICPs they forward to JIEO for SMC/CCB consideration. The consolidation point sponsoring an ICP that proposes adding a new message will be designated the sponsor of that message until the SMC/CCB determines message sponsorship. A definitive description of message sponsorship is given in MIL-STD 6040.

3.0 Decision Process

In addition to the requirements of JIEO Plan 3200, the following requirements and procedures are used in SMC/CCB decision making:

a. Electronic and/or telephone voting procedures may be used for proposed changes considered by JIEO or the originator to be noncontroversial, or where advance coordination indicates probable acceptance. Electronic voting will use the ITSI BBS, while telephone voting will require a conference call connecting all voting members simultaneously.

b. Changes to be voted on by electronic means will be distributed in the same manner as those requiring a SMC/CCB meeting, except that the appropriate box on the ICP form or cover letter will request that each SMC/CCB member provide a C/S/A position on the change proposal electronically to the SMC/CCB secretary. If no problems are identified and a unanimous vote is obtained, with no member requesting that a technical review panel (TRP) be convened, the change will be considered agreed and a CCBD will be issued without the need for a SMC/CCB meeting. Administrative/wording corrections are not sufficient cause to require a formal SMC/CCB meeting. However, administrative and wording corrections collected electronically must be discussed with other C/S/A representatives prior to concluding an electronic vote. Any dissenting vote or unresolved issue arising during an electronic vote shall be cause for the change proposal to be referred to a SMC/CCB meeting.

c. The chairman may vote only to break ties.

d. The SMC/CCB chairman will determine allied coordination based on the input of SMC/CCB members. Proposals and issues recommended for approval requiring international (allied) coordination will be forwarded to the U.S. delegate to the applicable allied forum for appropriate action. The ICP will be forwarded as a CCBD by letter from the JIEO, and addressed to the U.S. delegate.

e. Any voting member of the SMC/CCB, including the chairman, may declare a SMC/CCB decision a substantive issue. This must be done prior to the end of the meeting, except when a voting member requests a delay period because significant new information was uncovered at the meeting. In this case, that member has five

working days from the end of the meeting to declare, in writing to the SMC/CCB chairman and other SMC/CCB members, the SMC/CCB decision as a substantive issue. The C/S/A declaring a SMC/CCB decision a substantive issue will forward an appeal within ten working days from the date of the declaration to the chairman, Standards Coordinating Committee, (SCC), for standards issues and to the chairman, DP Panel for operational issues for a decision or further action. The chairmen of these panels will act on all appeals in accordance with their charters as described in MCEB Pub 1. The organization declaring a SMC/CCB decision a substantive issue will provide information copies of all information pertinent to their position to all SMC/CCB members.

(1) The USMTF SMC/CCB will forward substantive issues to the appropriate panel chairman, along with a complete explanation of the issue to include full rationale for the decision made by the SMC/CCB, contrary views, and the specific recommendation of the SMC/CCB Chairman. Information copies will be provided to all SMC/CCB members.

(2) Once announced, notification of decisions on issues forwarded to the SCC or DP Panel chairman will be disseminated, using a CCBD, to SMC/CCB members.

f. When required by majority vote, the SMC/CCB chairman shall defer a change proposal for rework/revision, etc., and resolution at a future SMC/CCB. When a change proposal is revised or reworked, it will be recirculated for another review and evaluation by all C/S/As.

g. An ICP shall be deferred at the request of an SMC/CCB member at its first consideration by the SMC/CCB or if it is not contained on the published agenda. An ICP so deferred may be scheduled for consideration at the next scheduled SMC/CCB meeting or for a vote using electronic voting procedures.

3.1 USMTF SMC/CCB Directive (CCBD)

a. The final agreed disposition of each ICP considered by the SMC/CCB will be documented using a CCBD. It will be prepared by the SMC/CCB secretary and signed by the SMC/CCB chairman. The CCBD is the instrument by which the ICP becomes part of the USMTF baseline. It provides the final disposition of the ICP and records the C/S/A vote.

b. The CCB will indicate the implementation date at which time the C/S/As can be expected to apply the information contained in the ICP to their respective systems. It will indicate when and to what extent testing of the ICP is required. When required, the chairman, via the CCB, will forward the testing requirements to the Joint Interoperability Test Center. Additionally, CCBs applicable to international coordination will be forwarded to the U.S. delegate to the appropriate allied forum.

3.2 Resubmitting Interface Change Proposals Returned as a Result of SMC/CCB Action. To prevent long-term outstanding ICPs, the following policy applies to change proposals returned to the submitting C/S/A/JIEO as a result of an SMC/CCB action:

a. Any proposed change may be withdrawn for rework by the originator prior to a SMC/CCB decision. The SMC/CCB secretary also may return ICPs for rework under the provisions of paragraph C.2.b of enclosure A. In these cases, the ICP will be administratively disapproved automatically if it is not resubmitted within 60 days of its return. An extension of time will be granted automatically by the SMC/CCB secretary when requested in writing with a rationale and target suspense date.

b. Each proposed change deferred by the SMC/CCB for rework will be assigned a suspense date for submission of requested information. When the requested information has not been submitted within the assigned suspense date or an extension granted by the chairman, SMC/CCB, the proposed change will be added automatically to the agenda for the next scheduled SMC/CCB meeting. The assigned responsible organization shall provide status information at that meeting.

c. Any disapproved ICP may be resubmitted as a new ICP for SMC/CCB consideration. Resubmitted ICPs will have a new ICP number assigned.

APPENDIX 1
REFERENCES

1. DODD 5100.35, "Military Communications-Electronics Board (MCEB)," May 6, 1985 with Change 1.
2. DODD 5105.19, "Defense Information Systems Agency (DISA)," June 25, 1991.
3. Joint Pub 1-02, *DOD Dictionary of Military and Associated Terms*, December 1, 1989.
4. Joint Pub 6-04 Series, *U.S. Message Text Formatting Program*, October 1, 1992.
5. CJCS Instruction 6212.01, "Compatibility, Interoperability, and Integration of Command, Control, Communications, Computers and Intelligence Systems," July 30, 1993.
6. CJCS Instruction 6XXX.0XX, "United States Message Text Formatting Policy and Procedures," Month 1994.
7. JIEO Plan 3200, *Department of Defense Information Technology (IT) Standards Management Plan*, November 1993.
8. MCEB Pub 1, *Military Communications - Electronics Board Organization, Mission and Functions Manual*, 6 June 1994

APPENDIX 2
DEFINITIONS

1. Allied Coordination. The process by which an ICP is harmonized with an Allied Standard. It is normally required that all ICPs that contain changes to U.S. agreed combined (U.S.-Allied) MTF rules and standards be subject to Allied Coordination.
2. Compatibility. The capability of two or more items or components of equipment or material to exist or function in the same system or environment without mutual interference.
3. Configuration Control Board (CCB). A board composed of technical and administrative representatives who recommend approval or disapproval of proposed changes to a standard's current approved configuration documentation. The board also recommends approval or disapproval of proposed waivers and deviations from a standard's current approved configuration baseline.
4. Configuration Management (CM). A discipline applying technical and administrative direction and surveillance over the life cycle of standards to perform the following:
 - a. Identify and document the functional standards.
 - b. Control changes to related documentation.
 - c. Record and report information needed to manage standards effectively, including the status of proposed changes and implementation status of approved changes.
 - d. Audit configuration items to verify conformance to existing standards, interface control documents, and other requirements.
5. Develop. Influence development and evolution of Federal, international standards; create military standards. Create a new standard or profile or change a standard.
6. Information Technology (IT). The principal means for delivering improved information systems. The scope of information technology includes information services (e.g.,

computer operations, network operations, programming, telecommunications) and systems design (e.g., systems engineering, database design, information architecture).

7. Information Technology (IT) Standards. Technical definitions for information system processes, procedures, practices, operations, services, interfaces, connectivity, interoperability, information formats content, interchange and transmission/transfer. IT Standards apply during the development, testing, fielding, enhancement, and life cycle maintenance of DOD information systems.

8. Information Technology Standards Integrated Bulletin Board System (ITSI BBS). The ITSI BBS is designed and provided to furnish the capability to exchange information about standards via electronic means.

9. Interoperability. The ability of systems, units, or forces to provide services to and accept services from other systems, units, or forces and to use the services so exchanged to enable them to operate effectively together.

10. Interface Change Proposal (ICP). An ICP is used to formally document a proposed change to a procedural interface document for the USMTF program.

11. Interface Change Proposal Originator. The DOD component, command, or activity/agency that originally proposes a new USMTF message, a change proposal to an existing USMTF message, or other change to the USMTF standards.

12. Interface Change Proposal Sponsor. An organization that represents the operational authority, originator, or interested party before the SMC/CCB on matters relating to the ICP.

13. Operational Authority. For purposes of USMTF message development or change proposal, operational authority is defined as the Chief of the Service, Commander of Combatant command, or Director of the Joint Staff Directorate who is responsible for the development and/or maintenance of the joint and/or combine doctrine that provides the basis for the information exchange requirements supported by the respective message and/or change. In specific cases, operational authority may be delegated to a designated director or commanding officer appointed by one of the preceding, or by higher authority.

14. Standard. A document that establishes uniform engineering and technical requirements for processes, procedures, practices, and methods. Standards also may establish requirements for selection, application, and design criteria of material. Standards as referenced in this document are IT standards.

15. System. A combination of hardware, software, personnel, facilities, and procedures that represent the integration of information (including data), information processing, and information transfer systems organized to collect, produce, store, display, and disseminate information.

ENCLOSURE A

ICP PROCESS

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A.1 General. The process illustrated in Figure A-1 is a generalized flow diagram for processing ICPs. It depicts the set of functional activities that make up the configuration management process by which the USMTF SMC/CCB manages the baseline and controls changes to that baseline. Whether the process is supported by the ITSI BBS or through full manual procedures, the process remains valid.

A.2 Flow Diagram. Amplifying details to the flow diagram are presented in the following paragraphs.

a. Origination of ICPs and Submission to USMTF SMC/CCB (Block 1). ICPs are generated and submitted by C/S/As, JIEO or the Joint Staff to the SMC/CCB secretary. ICPs originating within NATO or with other allies, and requiring U.S. coordination, also are forwarded to SMC/CCB by the U.S. delegate to the allied forum that originates the proposal.

b. USMTF SMC/CCB Administrative and Technical Review of ICPs (Block 2). ICPs are reviewed by the JIEO, and an ICP number is assigned. An assessment of administrative completeness and correctness, technical accuracy, and impact on other programs will be made prior to distribution. When possible, the SMC/CCB secretary effects any necessary changes to the proposal after coordination with the originator to prepare it for processing.

c. ICPs Returned to Originator (Block 2A). When extensive deviations to prescribed procedures are found or where there are significant technical deficiencies, the proposal is returned to the originator for corrective action. ICPs returned and not resubmitted within 60 days without a request for extension shall be disapproved automatically by the SMC/CCB secretary for audit purposes. A disapproved ICP may be resubmitted at the discretion of the originator. However, a new ICP number will be assigned when the ICP is resubmitted. When JIEO receives the proposal, it initiates status accounting.

d. ICPs Distributed by SMC/CCB Secretary (Block 3). ICPs that pass the administrative and technical evaluation review will

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ICP PROCESS

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be distributed to the C/S/As by the SMC/CCB secretary in accordance with established distribution lists.

e. C/S/A Review of Change Proposals (Block 4). Upon receipt of the ICP, each C/S/A reviews the ICP and establishes its respective position and evaluation. Combatant Commands forward their positions and evaluations on the proposal to USACOM. Evaluations will be prepared in the form shown in Enclosure G. These evaluations will reflect the total impact (to include implementation time frame for the ICP) on the particular C/S/A. Copies of all evaluations are forwarded to the SMC/CCB secretary and to each of the other designated USMTF SMC/CCB members no less than two weeks before the scheduled USMTF SMC/CCB meeting. This allows each member to be prepared to discuss them at the meeting.

f. TRP Required (Block 5). For those ICPs requiring it, SMC/CCB will convene a TRP. Otherwise, the ICP will go directly to a USMTF SMC/CCB.

g. Convene USMTF SMC/CCB (Block 6). The SMC/CCB secretary prepares the agenda for the SMC/CCB meeting, listing the ICPs to be addressed. JIEO will then convene a SMC/CCB to process the announced agenda items and other business that may come before the board. Each SMC/CCB meeting normally will address ICPs to the procedural interface USMTF standards and/or joint interface operating procedures. Purely administrative ICPs are submitted directly to the SMC/CCB chairman for approval or disapproval action. ICPs that have been approved by a special TRP also may be forwarded to a USMTF SMC/CCB.

h. SMC/CCB Convenes TRP (Block 7). When determined necessary by the SMC/CCB, or requested by the originator of the ICP, a TRP will be convened. Traditionally, most ICPs fall into this category. The TRP will incorporate all changes deemed necessary to the ICP prior to a vote by the TRP.

i. TRP Votes (Block 8). The TRP voting members will vote on each ICP presented. ICPs are discussed and a consensus of all members is sought. However, the decision is based upon a majority vote of the members voting, whether present or by

ENCLOSURE A

ICP PROCESS

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written vote received prior to the meeting. The chairman announces decisions based upon votes cast. Essentially, two actions can transpire. The TRP can choose to defer the ICP and return it to the originator for correction or additional information (Block 8A). The TRP can choose to forward the ICP to the USMTF SMC/CCB with a recommendation for approval or disapproval (Reference Block 6).

j. USMTF SMC/CCB Votes (Block 9). The USMTF SMC/CCB voting members will vote on each ICP presented. Votes may be cast in person at the SMC/CCB meeting or in writing (by letter or message) submitted to the chairman prior to the start of the meeting. Decisions are determined by a majority vote. If a vote submitted in writing becomes the deciding vote on an ICP, the chairman may defer action on the ICP until the next scheduled CCB. The USMTF SMC/CCB can choose to defer the ICP and return it to the originator for correction or additional information (Block 8A). It may defer action on an ICP pending the results of a required TRP action. It can choose to disapprove the ICP whereby the ICP ceases to exist (Block 9B). Finally, it can approve the ICP, in which case the ICP will become a CCBD. At the SMC/CCB, any voting member, including the chairman, having substantive issue with the SMC/CCB decision must declare that decision substantive prior to the end of the meeting as described in Paragraph 3.0.e.

k. USMTF SMC/CCB Directive (Block 10). Each SMC/CCB decision will be documented by a CCBD. It will be prepared by the SMC/CCB secretary and signed by the SMC/CCB chairman. A copy of each CCBD is distributed in accordance with the appropriate distribution list which will include the chairmen, DP Panel and SCC. CCBDs documenting approval of an ICP will have the ICP with all changes posted and attached. Enclosure B illustrates a formatted CCBD. A letter type CCBD also may be used.

l. Allied Coordination Decision (Block 11). Determination of allied coordination will be made by the SMC/CCB chairman based on input from the members. These proposals and issues also will reside temporarily in a status of awaiting implementation unless the SMC/CCB votes for implementation into the baseline. If no

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ICP PROCESS

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allied coordination is required, the ICP becomes part of the USMTF baseline.

m. Immediate Implementation in USMTF Standard (Block 11A). If the SMC/CCB so votes, the ICP will be implemented into the USMTF Standard while the ICP goes through Allied Coordination.

n. Implement in USMTF Standard (Blocks 12 and 12A). This is the final step in the ICP life cycle. All approved USMTF CCBDs are integrated into the USMTF Standard on the dates assigned.

o. JIEO Forwards to U.S. Delegate (Block 13). SMC/CCB recommendations that require allied coordination will be provided in appropriate allied change proposal format by letter to the U.S. delegate to the appropriate allied forum, with an information copy to the MCEB. The U.S. delegate to each allied forum will report to the SMC/CCB the status of change proposals in allied coordination within 30 days of the end of each allied forum meeting.

p. Allied Agreement without Modifications (Block 14). If there is full agreement to the USMTF by the allies the directive is implemented in the USMTF Standard on the date assigned (Reference Block 12).

q. Return Directive to USMTF SMC/CCB (Block 15). Change proposals that return from international forums with alterations will be distributed for C/S/A review and reviewed by the SMC/CCB for decision on the modifications caused by those alterations. Should the alterations be considered unacceptable and no compromise is possible, the C/S/A views expressed in the SMC/CCB will be submitted to the MCEB with a specific course of action recommended by the SMC/CCB. If a resolution is provided to the SMC/CCB chairman, it will be documented by a CCBD and the changes implemented as required.

A.3 Technical Review Panel (TRP). The TRP is an ad hoc structure called to address extraordinary issues surrounding the evaluations of submitted ICPs. The TRP will be convened at the request of a C/S/A or JIEO. Support for the TRP, including

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ICP PROCESS

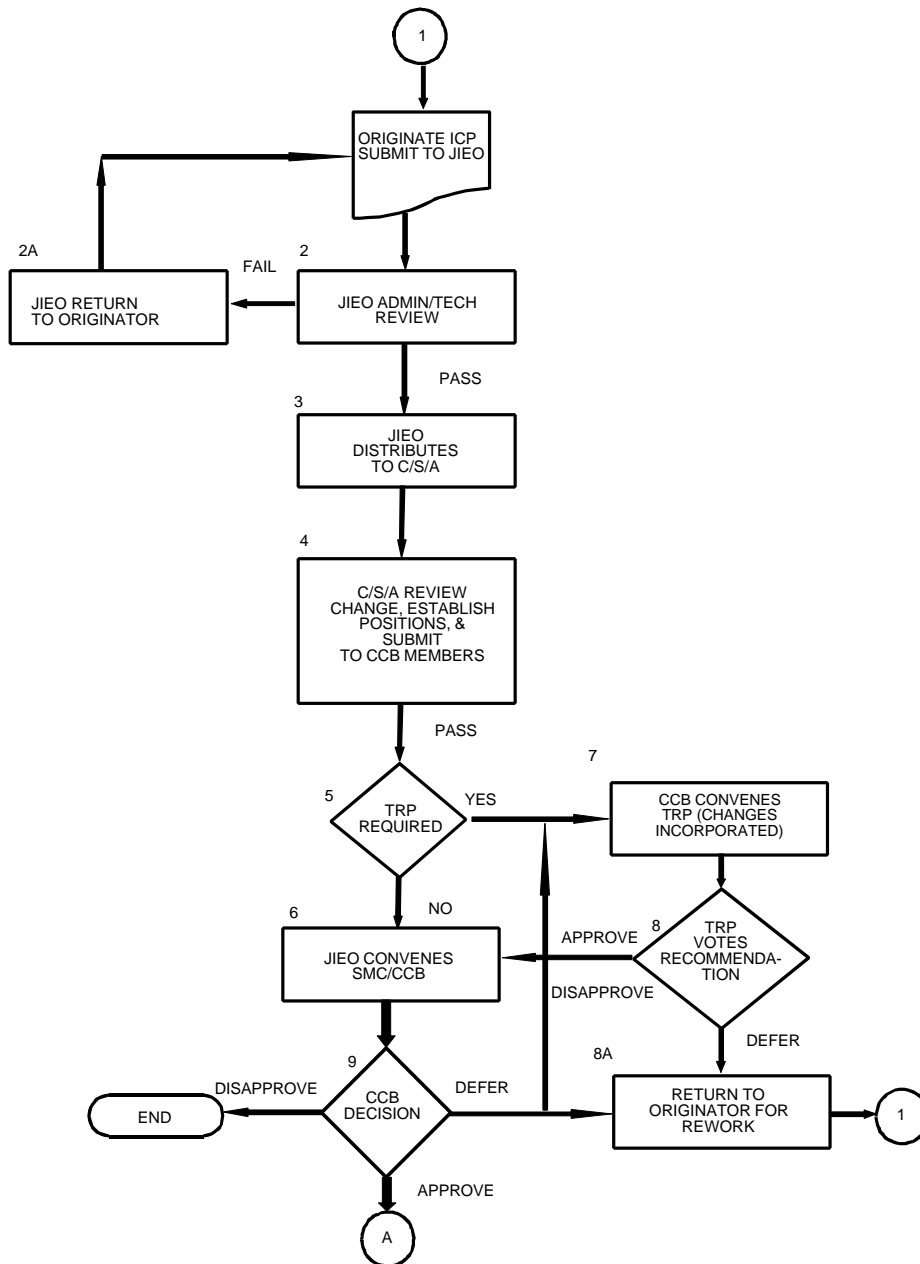
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preparation of the agenda, facilities for the meeting, provision of the TRP chairman, and preparation of the TRP minutes will be provided by the USMTF SMC/CCB. The TRP chairman will distribute ICPs six weeks prior to the TRP meeting. Each C/S/A member will appoint, as required, a primary voting member and may appoint additional nonvoting representatives for each TRP. The appropriate development team and the JITC commander also may appoint nonvoting representatives. These selections should be based upon the technical and operational expertise required to evaluate ICPs and make necessary modifications. The chairman, or any C/S/A voting member, may invite additional individuals to serve as consultants during TRP meetings. All such consultants shall be nonvoting participants.

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ICP PROCESS
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Figure A-1
ICP Process Flow
(1 of 2)

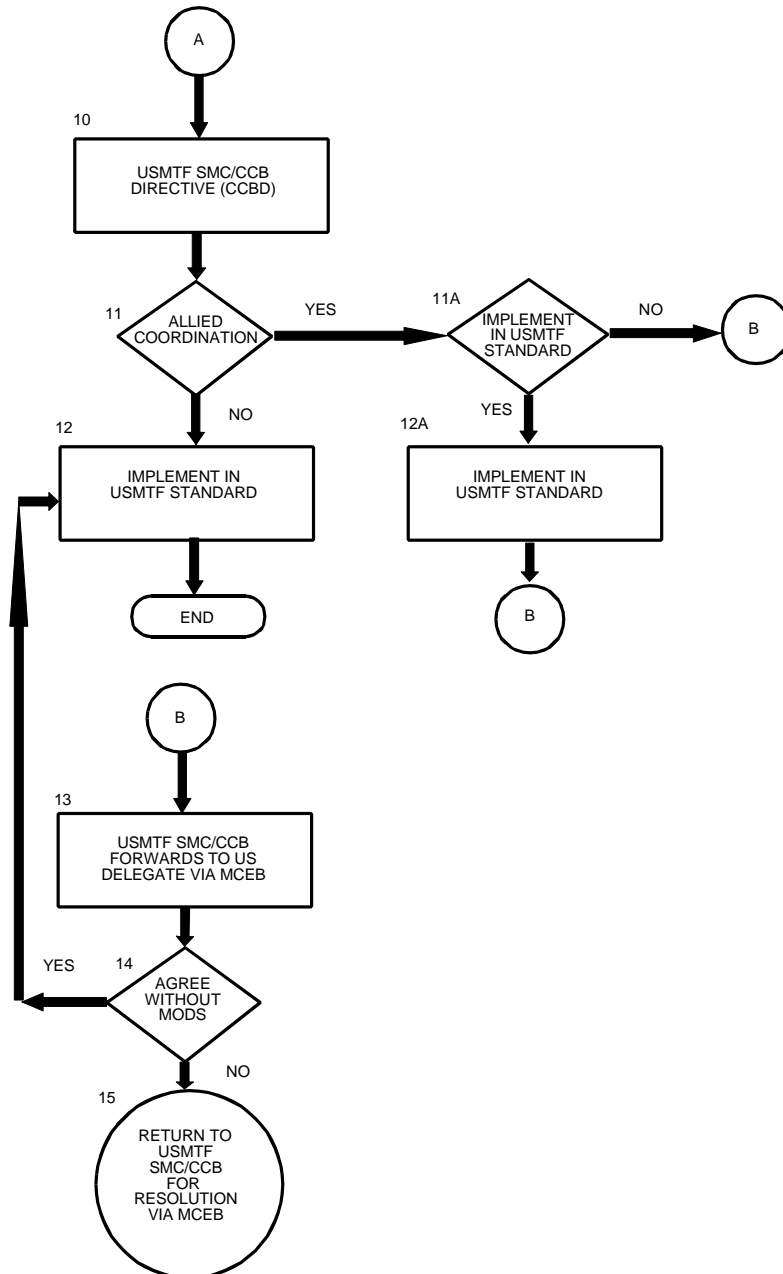


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ICP PROCESS
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Figure A-1
ICP Process Flow

(2 of 2)



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CCB Action: ☐ Approved ☐ Approved With Changes ☐ Withdrawn ☐ Deferred ☐ Declared Substantive By: _____ ☐ Disapproved ☐ Testing Required ☐ Prior to Decision ☐ Subsequent to Decision ☐ Allied Coordination Required Votes Cast/Proposed Change <table><thead><tr><th>Approve</th><th>Disapprove</th><th>N/A</th><th></th></tr></thead><tbody><tr><td>☐</td><td>☐</td><td>☐</td><td>Army</td></tr><tr><td>☐</td><td>☐</td><td>☐</td><td>Navy</td></tr><tr><td>☐</td><td>☐</td><td>☐</td><td>AF</td></tr><tr><td>☐</td><td>☐</td><td>☐</td><td>MC</td></tr><tr><td>☐</td><td>☐</td><td>☐</td><td>NSA</td></tr><tr><td>☐</td><td>☐</td><td>☐</td><td>DIA</td></tr><tr><td>☐</td><td>☐</td><td>☐</td><td>ACOM</td></tr><tr><td>☐</td><td>☐</td><td>☐</td><td>JIEO</td></tr></tbody></table>				Approve	Disapprove	N/A		☐	☐	☐	Army	☐	☐	☐	Navy	☐	☐	☐	AF	☐	☐	☐	MC	☐	☐	☐	NSA	☐	☐	☐	DIA	☐	☐	☐	ACOM	☐	☐	☐	JIEO	Decision
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C - 1

ENCLOSURE C

INSTRUCTIONS FOR THE USE OF THE ITSI BULLETIN BOARD SYSTEM

The Information Technology Standards Integrated Bulletin Board System (ITSI BBS) is provided by the CFS. ITSI BBS is designed to furnish the Department of Defense's (DOD's) information technology standards community, those outside the DOD with whom they work, and the customers they serve with a means of accessing and exchanging standards information. Users of the ITSI BBS include the following:

- p Managers and participants in DOD's Information Technology Standards Program.
- p Participants in federal, commercial, and international information technology standards organizations.
- p Members of the academic, commercial, acquisition, and information systems communities who have an interest in information technology standards.
- p Program managers, designers, architects, engineers, analysts, and other information systems and acquisition professionals responsible for designing, acquiring, building, integrating, testing, and fielding DOD's information systems.

Once granted access to the ITSI BBS, users can access information about standards, organizations, projects, requirements, information systems, and other subjects related to information technology. Access to specific items and applications is controlled by Group Administrators. ITSI BBS provides facilities for electronic mail, file access to various documents, file transfer, computer conferencing, administration, and user help. ITSI BBS also provides a centralized gateway to other applications.

This set of instructions provides an overview of ITSI BBS and its basic features and capabilities. Specific instructions regarding the processing of ICPs and Evaluations are included here for the use of the USMTF SMC/CCB and all participants in the USMTF CM process. For complete information regarding the use of the ITSI BBS, please refer to the ITSI BBS User's Guide issued by JIEO to all interested parties. For complete information and/or comments on the ITSI BBS or if you have technical questions,

please contact the ITSI BBS Help Desk at (703) 487-8338, DSN 364-8338, or by email at helpdesk@jcdbs.itsi.disa.mil.

Instructions on the USMTF Use of the ITSI

C.1 General Instructions

1. After logging onto the ITSI, you will be presented with the Main Screen.
2. Select area "Information Technology Standards (JIEO-CFS)".
3. Select area "USMTF - U.S. Message Text Format".
4. Under the area "USMTF - U.S. Message Text Format", there are several subareas. Most of the areas are self-explanatory. Three subareas "Coordination", "Allied Coordination", and "USMTF ICP Coordination" will be further addressed.
5. The "Coordination" subarea will be used by JIEO and the C/S/As for posting and responding to items relating to USMTF other than allied or ICPs. New items will be entered as a "new_thought_at_top" when uploaded. Comments by JIEO and/or the C/S/As to a coordination item will be as a "comment".
6. The "Allied Coordination" subarea will be used by JIEO and the C/S/As for posting and responding to items relating to Allied Fora, e.g. ADSIA, Pacific Rim, etc. New items will be entered as a "new_thought_at_top" when uploaded. Comments by JIEO and/or C/S/As to an allied coordination item will be as a "comment".
7. The "USMTF ICP Coordination" subarea will be used by JIEO and the C/S/As for posting and responding to items relating to USMTF ICPs. New items will be entered as a "new_thought_at_top" when uploaded. The "USMTF ICP Coordination" subarea is further subdivided into two subareas "ICP Listing" and "ICP Evaluation Consolidated Comments".
 - a. The "ICP Listing" subarea will be used only by JIEO and the JIEO Support Contractor (Logicon) to post electronic ICPs. The C/S/A consolidation

points will use the "mail" portion of ITSI to "e-mail" the ICP to JIEO (maherj) and Logicon (rayk, fordw) for the administrative review prior to JIEO posting in the "ICP Listing".

b. The "ICP Evaluation Consolidated Comments" subarea will be used by JIEO and the C/S/As to post evaluations. All evaluations for a given CCB/TRP will be uploaded as a zipped file attachment using PkZIP 2.04g. PkZip 2.04g can be downloaded from the ITSI utilities area.

C.2 Convention for ICP Evaluations

1. ICP evaluations file names will be annnnnn.nnn or annnnnn.aan. The first character is the C/S/A identifier of the C/S/A making the evaluation. The next five characters are the ICP number. The characters after the "." are the change number/revision number. For example "M94018.0" would be the Marine evaluation of ICPMF94-018, CH 0 which is the basic ICP. "N92038.II1" is a Navy evaluation of ICP MT92-038, Revision II, Ch1 (Note revisions will be indicated by roman numerals with arabic numbers for changes to the revision).

2. Using PkZip, zip all ICP evaluations for a given CCB/TRP into one zipped file. The C/S/A zipped file will be ae vl nnnn.zip. The first character is the C/S/A identifier of the C/S/A making the evaluation. The next three characters must be "evl". The next three characters are the number of the CCB/TRP. The last character is the number of the evaluation starting with "0". For example "MEVL1950.zip" is the first Marine evaluation for CCB/TRP 1-95. "NEVL1951.zip" is the second set of evaluations or changes to the first set evaluations for CCB/TRP 1-95.

3. To upload the evaluations, use the following procedures select "add/upload" on the screen. The naming convention for the subject is the ITSI standard conventions, check the area on ITSI on naming conventions. For example "Marine ICP Evaluations for CCB/TRP 1-95 (WP5)(Zip 2.04g)." Be sure and indicate the word processor and version and the zip and version. Select your communications protocol and upload the zipped file you created as an attachment. After the file has uploaded, select "revise" and add the following as text.

"The attached file (mevl1950.zip) contains the marine evaluations for CCB/TRP 1-95 for the ICPs [then list them], i.e. MF94-018,CH1; MF94-019, CH1; etc."

4. The JIEO support contractor will download all consolidated evaluations and will upload individual evaluations to the "ICP Listing" as comments to each ICP. This will allow the sponsor and interested parties to download the ICP and comments prior to the CCB/TRP and resolve conflicts.

ENCLOSURE D
ICP PREPARATION
Page 1 of 6

D.1 General. An ICP will be prepared to propose an addition, modification, deletion, or correction to a particular problem with a procedural interface standard or other management document. Each ICP will address the full breadth of the problem, covering all changes required to correct the deficiency in the standard or management document. The format described in this enclosure applies equally to ICPs generated manually or those created and submitted through the ITSI BBS.

D.1.1 Submitting ICPs. To be included in the agenda, Routine ICPs must be submitted to the USMTF SMC/CCB fifteen weeks prior to the next scheduled SMC/CCB to be included in the agenda. This should provide sufficient time to process and distribute the ICP, allow a ten week review by C/S/As, and submission of a written position on the proposal two weeks prior to the SMC/CCB meeting. If it is determined that a TRP must be convened as part of the review of the ICP, processing times may be expected to increase significantly.

D.1.2 Priority and Category. In the course of preparing an ICP, a priority expressing the urgency for processing the ICP and a category expressing the origin and/or affect of the ICP must be assigned. The priority assigned will determine the order in which ICPs are processed and considered. The originator must justify a priority other than Routine. The category assigned may limit the level of analysis and processing required for those ICPs not affecting the technical aspects of the standard.

D.2 ICP Format and Content. Each ICP will consist of a cover sheet, the body of the proposed change, and attached change pages.

D.2.1 ICP Cover Sheet. Figure D-1 shows an ICP cover sheet which is to be used by the originator as the first page of each ICP. Table D-1 provides guidance for completing the cover sheet. The SMC/CCB Secretary will assign the ICP number.

D.2.2 ICP Body. The originator will prepare the body of an ICP and attach it immediately following the cover sheet. It will be arranged in sections as shown in Table D-2 and will present the

ENCLOSURE D
ICP PREPARATION
Page 2 of 6

requirement for and the purpose of the ICP. The ICP statement of the problem and proposed solution sections must be concise and directly related to the affected document change pages. Sections of the ICP body are not fixed in length. Each section will continue until complete.

D.2.3 Affected Document Change Pages. Pages extracted from the latest approved documents affected by the ICP will be annotated with the required pen and ink changes and attached as the final portion of an ICP. The following guidance applies to the preparation of ICP changes pages.

a. All pages of all documents requiring changes, as well as pages to be added, deleted, or relocated will be included except as provided for below.

b. Change pages will contain the existing document page number (bottom center.) Sequential ICP page numbering and the total page count indicated on the ICP cover sheet will be added by the USMTF secretary during initial processing.

c. Change bars in the margins will be used to indicate all information that has been changed on a page. Additions continuing to the next page will be accomplished by adding a new page containing only the continuation text and giving it the page number of the preceding page with an alphabetic sequence character added. For example, a page to be inserted between pages 61 and 62 should be numbered 61A.

d. Change pages will be in the same sequence as they appear in the affected document. Pages from various documents will be separated by a sheet identifying the document from which the pages were extracted including the change or reissue number.

e. Pen and ink (or electronically marked) changes are encouraged where the additions, deletions, or changes permit. This provides the reviewer with the opportunity to see the exact change to the baseline document.

f. Pen and ink changes to the repetitive portions (e.g., a data field identifier used in multiple messages in the interface)

ENCLOSURE D
ICP PREPARATION
Page 3 of 6

of the affected document may be permitted if the changes are minimal. When changes to these portions are extensive, a listing of the location of the change will be included. If changes to the automated portions (e.g., maps, content sheets, etc.) are not included, the following statement will appear in Section 5 of the ICP body:

"Changes to the automated portions of the affected documents are too extensive to facilitate pen and ink revisions. Pages containing revised tables produced from the updated database will be provided separately after incorporation of the approved ICP into the database."

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ICP PREPARATION
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Figure D-1

ICP Cover Sheet

INTERFACE CHANGE PROPOSAL

ICP NUMBER: XXNN-NN (RN) **CH** N

ICP TITLE:

RECEIPT DATE:

ICP PRECEDENCE: Urgent/Priority/Routine
(Only the applicable precedence will be listed)

ICP ORIGINATOR:

AFFECTED DOCUMENT NAME/NUMBER:

RECOMMENDED CATEGORY: I/II A/II B/III/IV/VA/VB
(Only the appropriate category should appear here)

<u>RECOMMENDATIONS:</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
TRP	___	___	
TESTING	___	___	
TELEPHONE VOTE	___	___	
ALLIED COORDINATION	___	___	

RECORD OF PROCESSING

DATE: **ACTION:**

ENCLOSURE D
ICP PREPARATION
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Table D-1
ICP Cover Sheet Instructions

BLOCK	COMMENT
ICP NUMBER	A unique number identifier, entered by USMTF SMC/CCB secretary
PRIORITY	The originator checks either routine, priority, or urgent to indicate the desired urgency for processing
ORIGINATOR & ADDRESS	Originator's activity title, address, and internal number
AFFECTED DOCUMENT(S) NAME(S)/NUMBER(S)	The originator identifies the affected document(s)
TITLE	The originator fills in a short title for the ICP, which is descriptive of the content
CATEGORY	The originator checks the appropriate box for the category of this ICP
RECEIPT DATE	The USMTF SMC/CCB secretary enters the date the ICP was received
ALLIED COORDINATION	The originator or the SMC/CCB secretary indicates if allied coordination is applicable
TECHNICAL REVIEW PANEL RECOMMENDED	The originator indicates whether this ICP requires convening a TRP
TESTING RECOMMENDED	The originator indicates if certification testing is recommended
TELEPHONE VOTE REQUESTED	The originator indicates whether a SMC/CCB electronic vote is requested for this ICP
RECORD OF PROCESSING	The USMTF SMC/CCB Secretary indicates appropriate dates and records the various actions in the course of processing this ICP

Table D-2
ICP Body Instructions

SECTION	TITLE	COMMENT
1	STATEMENT OF THE PROBLEM	Brief statement of the problem by the originator, including complete justification for the assignment of a priority other than routine.
2	PROBLEM ANALYSIS	Analysis of the problems and questions involved
3	PROPOSED SOLUTION	Brief statement of the essentials of the solution
4	ALTERNATE SOLUTIONS	Statement of the essentials of any alternative solutions with trade offs/impacts. If there are no alternative solutions, indicate "None." The submitted ICP may state "To be determined."
5	AFFECTED DOCUMENTATION	If there are no changes, indicate "None." The section, as submitted, may read "To be determined." Identify volumes/pages/para-graphs/sections of affected documents changed by this ICP.
6	IMPACT ON TEST PLANS AND TEST PROCEDURES	Identify the impact on test plans and test procedures. This section enables the JITC, using the baseline documentation as changed by the ICP, to produce test plans and test procedures reflecting the ICP. If there is no impact on test plans and test procedures, indicate "None." If processing has not reached the stage where the impact on test plans and test procedures can be specified, fill in "To be determined."
7	IMPACTS ON EXTERNAL BASELINES	This section describes the relationship between ICPs and any external baseline (other U.S. or allied systems or data links.) Any other relevant information regarding developmental versus operational interface design considerations also may appear here. If there are no external baseline considerations, indicate "None." The submitted ICP may state "To be determined." ICPs based on changes to allied baselines (i.e. FORMETS) will have the CP or Working Paper used to develop the ICP identified.
8	INCORPORATION DATE	A date will be recommended for when this ICP should be included in the affected documents
9	IMPLEMENTATION DATE	Date that the ICP will be implemented in Systems
10	OTHER CONSIDERATIONS	Provides any information deemed advisable that is not covered elsewhere in the ICP
11	PTRs ADDRESSED IN THIS ICP	Reference all Problem Trouble Reports (PTRs) which are resolved by this ICP, as appropriate
12	REFERENCES	List references identifying the requirement for the ICP and/or defining information exchange requirements
13	ATTACHMENTS	List any attachments

NOTE: As analysis is performed, or as new information is received, the wording of certain sections may change during processing. If during processing the ICP solution is modified, the wording of certain sections will be changed by the USMTF SMC/CCB secretary as directed by the SMC/CCB.

ENCLOSURE E

CHANGE PROCEDURES APPLICABLE TO INTERFACE CHANGE PROPOSALS

Page 1 of 4

E-1 Categories of ICPs. Every effort should be made for an ICP to fall wholly within one category. Where more than one category applies, the ICP will be assigned a category best describing its origin and/or effects. The following categories of ICPs will be used:

a. Category I (Interface Change). Any proposed change that alters the message standard, or a proposed change which, if made in one C/S/A system, will necessitate changes to another C/S/A system within the interface.

b. Category II (Based on other Standards).

(1) Category IIA (Proposed Standard Change). Any proposed change resulting from another U.S. or allied standard that impacts on the current baseline; i.e., a change to an operational standard, which causes a developmental ICP to be initiated.

(2) Category IIB (Directed Change). Any change that is mandated by an approved change to another U.S. standard or a multinationally agreed standard that the United States has ratified for implementation.

c. Category III (General Material Change). Changes to the sections of the standard, that do not affect the design of the interface.

d. Category IV (Error Correction). Any change that corrects errors in the procedural interface documentation resulting from improper incorporation of an approved ICP.

e. Category V (Administrative Change). This category of ICP may be approved by the SMC/CCB chairman without the need for a vote by the SMC/CCB.

(1) Category VA (Editorial Change). Any proposed editorial change.

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CHANGE PROCEDURES APPLICABLE TO INTERFACE CHANGE PROPOSALS

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(2) Category VB (S/A Performance Change). Any proposed change needed to make an individual C/S/A system perform according to its requirements without affecting other C/S/A systems within the interface. These changes may include hardware, software, and procedural changes that do not affect the configuration baselines, but are required for updates; i.e., only being submitted to update the appropriate portions of system-specific documentation within the baseline.

E-2 ICP Processing Target Times. Complete ICP documentation packages shall be submitted to the USMTF SMC/CCB secretary. Table E-1 provides target times for processing ICPs by priority.

Table E-1

ICP Processing Target Times

ICP PRIORITY	USMTF SMC/CCB SECRETARY RECEIPT TO SMC/CCB ACTION	
	Secretary Receipt to Distribution	Distribution to SMC/CCB Action*
U (URGENT)	1 Working Day	5 Working Days
P (PRIORITY)	5 Working Days	20 Working Days
R (ROUTINE)	15 Working Days	10 Weeks

* If the ICP goes to a TRP, the processing times reflected in this table may be expected to increase significantly.

E.3 Manual Processing Cycle for ICPs.

a. The cutoff dates for receipt of routine and priority Interface Change Proposals that are to be processed manually; i.e., without making use of the ITSI BBS, will be 15 weeks before the meeting for which the ICP is to be scheduled. These 15 weeks

ENCLOSURE E

CHANGE PROCEDURES APPLICABLE TO INTERFACE CHANGE PROPOSALS

Page 3 of 4

allow for the required detailed reviews, administrative actions, and evaluations necessary for each ICP. ICP cutoff dates will be disseminated along with meeting schedules. Guidelines for the ICP cycle pertinent to routine ICPs are as follow:

(1) Upon receipt of ICPs, the USMTF SMC/CCB secretary's initial review time will be 15 working days to allow for comprehensive administrative and initial technical review.

(2) One week will be allowed for en route mail time to consolidation points and other recipients following the USMTF SMC/CCB secretary's initial review.

(3) Upon receipt of ICPs, the Combatant Command, Service, Defense Agency (C/S/A), and Joint Staff coordination and review time will be 8 weeks.

(4) One week will be allowed for en route mail time to consolidation points following coordination and review.

(5) Evaluations of ICPs will be forwarded by each consolidation point to the USMTF SMC/CCB secretary and other consolidation points 2 weeks prior to convening the SMC/CCB/TRP meeting.

(6) Where possible, the USMTF SMC/CCB secretary will consolidate the comments provided in ICP Evaluations and present a single list of comments to the SMC/CCB/TRP for each ICP on the agenda.

E.4 Processing Cycle for ICPs Using the ITSI BBS - Through the use of the ITSI BBS, the time required for mailing and internal distribution within organizations can be reduced to 10 weeks. The processing cycle for such ICPs is as follows.

(1) Upon receipt of ICPs, the USMTF SMC/CCB secretary's initial review time will be 15 working days to allow for comprehensive administrative and initial technical review.

(2) One day will be allowed for en route ITSI BBS time to consolidation points and other recipients following the USMTF SMC/CCB secretary's initial review.

(3) Upon receipt of ICPs, the Combatant Command, Service, Defense Agency (C/S/A), and Joint Staff coordination and review time will be 6 weeks.

(4) One day will be allowed for en route ITSI BBS to consolidation points following coordination and review.

(5) Evaluations of ICPs will be forwarded by each consolidation point to the USMTF SMC/CCB secretary and other consolidation points 2 weeks prior to convening the SMC/CCB or TRP meeting.

(6) Where possible, the USMTF SMC/CCB secretary will consolidate the comments provided in ICP Evaluations and present a single list of comments to the SMC/CCB/TRP for each ICP on the agenda.

ENCLOSURE F
CONSOLIDATION POINTS

F.1. C/S/A and Joint consolidation points are locations to which ICPs will be sent from JIEO for review. The consolidation points will distribute and consolidate comments from their subordinate organizations regarding the technical interface and operational impact of the ICP. Upon receipt of comments, the responsible organization at the consolidation point will prepare an ICP evaluation and forward it to the JIEO. Consolidation points for evaluation submissions are as follows:

a. Army: Commander, USACECOM, ATTN: AMSEL-RD-SE-AIN-P, Ft. Monmouth, New Jersey 07703-5203.

b. Navy: Commanding Officer, ATTN: Code 5, Navy Center for Tactical Systems Interoperability (NCTSI), 53690 Tomahawk Drive, Suite A125, San Diego, California 92147-5082.

c. Air Force: Headquarters, Air Combat Command, ATTN: DR-SMO-IS, 204 Dodd Boulevard, Suite 226, Langley AFB, Virginia 23665-2777.

d. Marine Corps: Commanding General, Marine Corps Combat Development Command (MCCDC), ATTN: Architecture and Standards Division (C491), Newlin Hall, 3255 Meyers Avenue, Quantico, VA 22134-5048

e. NSA: Director, NSA, ATTN: G509, Ft. Meade, Maryland 20755.

f. DIA: Defense Intelligence Agency, Building 6000, ATTN: DS-SIM, Bolling AFB, Washington, DC 20340.

g. CINC: Commander-In-Chief, U.S. Atlantic Command, ATTN: J631, 1562 Mitscher Avenue, Suite 200, Norfolk, Virginia 23551-2488.

ENCLOSURE G

EVALUATION FORM

INTERFACE CHANGE PROPOSAL
EVALUATION

ICP NUMBER: XXNN-NN **CH** N

ICP TITLE:

ICP PRECEDENCE: Urgent/Priority/Routine
(Only the applicable precedence will be listed)

ICP ORIGINATOR:

EVALUATION ORIGINATOR:

RECOMMENDED ACTION: Approve/Disapprove/Modify and Approve/Defer
(Only the applicable recommended action should appear here)

RECOMMENDED CATEGORY: I/II A/II B/III/IV/VA/VB
(Only the appropriate category should appear here)

<u>RECOMMENDATIONS:</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
TRP	_____	_____	
TESTING	_____	_____	
TELEPHONE VOTE	_____	_____	
ALLIED COORDINATION	_____	_____	

RECOMMENDATION: (Recommended course of action w/rationale, if appropriate)

RECOMMENDED IMPLEMENTATION DATE:

CONCLUSION: Conclusion regarding ICP based on analysis

ICP XXNN-NNN CH 0 (Page 2 of X Pages)

ANALYSIS: *(This section of the Evaluation might continue for many pages)*

Technical Comments: (Technical Evaluation follows - -)

Editorial Comments: (Editorial Comments follow - -)